

Hugh Joicey C of E First School, Ford

We will grow well, flourish and live life in all its fullness

CODE OF CONDUCT FOR ALL STAFF AND VOLUNTEERS 2020

YOU SHOULD

- ❖ Never underestimate the contribution that you can make to the development of a safe school community for our children
- ❖ Play your part in helping develop the ethos of the school where everyone matters and are treated equally with respect and dignity
- ❖ Always put the care, welfare and safety needs of the child first
- ❖ Abide entirely by the COVID 19 Risk Assessment Guidance and maintain a social distance of **2 metres** wherever possible from other adults.
- ❖ Listen attentively to any ideas or views a child wants to share with you
- ❖ Take every opportunity to raise the child's self esteem
- ❖ Respect a child's cultural background
- ❖ Respect a child's right to privacy and personal space
- ❖ Respond sensitively to children who seem anxious about participating in certain activities
- ❖ Speak to a member of the teaching staff or Head Teacher immediately if you suspect bullying or harassment
- ❖ Be aware of the vulnerability of some groups of children to being isolated and hurt (eg SEN)
- ❖ Ensure that when you are a volunteer and you are working with children you are within reasonable sight and hearing of other adults
- ❖ Listen carefully to any child who tells you (possibly with drawings) that they are being harmed and report to the Designated Safeguarding Lead (Jacqueline Dalrymple) immediately
- ❖ Report immediately any suspicion that a child is at risk of harm or abuse
- ❖ Never dismiss what a child tells you as lies or exaggeration
- ❖ Staff only restrain a child if they are at risk of hurting themselves, others or damaging property
- ❖ Always prompt children to carry out personal care themselves and if they cannot manage ask for help from a member of teaching staff
- ❖ Make sure physical contact is open and initiated by a child's needs but avoided where possible.
- ❖ Turn off your mobile phone during working hours (except if needed on a school trip)

YOU MUST NEVER:

- ❖ Exaggerate or trivialise a colleague's concerns about a child or ignore an allegation or suspicion of abuse in the hope it will go away or that someone else will deal with it
- ❖ Discuss personal issues about a child or their family with **anyone** except with a member of the teaching staff
- ❖ Be drawn into derogatory remarks or gestures in front of children
- ❖ Allow a child, or adult to be bullied or harmed by anyone in the school community
- ❖ Allow children to swear or use sexualised language unchallenged
- ❖ Speak to a child about their behaviour without remembering that you are challenging '**what they did**' not 'who they are'
- ❖ Post **anything** on a social networking site that would offend any other member of staff or parent using the school or breach confidentiality. **You are a representative of the school, even when off duty.**
- ❖ Engage in physical contact unless it is permitted as part of a sports activity or conforms to the guidance for appropriate physical restraint
- ❖ Never form inappropriate emotional or physical relationships with children
- ❖ Harass or intimidate a child or adult because of their age, race, gender, sexual orientation, religious belief, socio-economic class or disability
- ❖ Smoke in front of a child whilst carrying out your school duties or anywhere on the school premises
- ❖ Be under the influence of alcohol when carrying out your school duties
- ❖ Behave in a way that frightens or demeans any child

I agree to follow this Code of Conduct throughout my work at Hugh Joicey C of E First School,

Signed: _____ Print: _____ Date:

Always remember that while you are caring for other people's children you are in a position of trust and your responsibility to them and to this school must be uppermost in your mind at all times.

Make sure you read the **Child Protection and Safeguarding Policy 2020** and that you are confident about recognising a child who might be suffering harm, how to handle a disclosure and that you know that your Designated Safeguarding Lead is **Jacqueline Dalrymple**, Deputy Safeguarding Lead is Anna Carr, the Safeguarding Governor is Carol Douglas and the Local Authority Designated Officer is Adam Hall available on 01670 623979 or Oncecall 01670 536 400.

Seek advice and support from your colleagues and your designated person.

Please sign below to indicate that you have read, understood and will comply with the school policies listed below:-

- Behaviour, discipline and bullying (including Safe Handling)
- Child protection and Safeguarding Policy 2019
- Code of Conduct and Acceptable Use Policy for Staff 2019
- E-Safety
- Feedback and marking
- Handwriting
- Health and Safety
- Intimate Care
- Keeping Children Safe in Education 2020
- Missing child
- SEN and inclusion
- Teaching and Learning

Signed: _____

Date: _____